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UNITED STATES MISSION - BOGOTA
VACANCY ANNOUNCEMENT

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No. 122-2012

Job Vacancy

November 14, 2012

OPEN TO: All Interested Candidates

POSITION: **Project Management Assistant** – Human Rights Programs
Elections and Political Processes – Office of Democracy and
Human Rights (0011843D)

OPENING DATE: Wednesday, November 14, 2012

CLOSING DATE: Wednesday, November 28, 2012

WORK HOURS: Full time; 40 hours/week

SALARY: (LCP/FSNPSC – 8 \$39.538.411 COP – \$65.238.379 COP)

Final salary determination based on incumbent documented salary history,
not to exceed the maximum amount established in this advertisement.

PROFILE OF THE POSITION

The U.S. Agency for International Development is seeking an individual for the position of **USAID Project Management Assistant** – Human Rights Programs – Elections and Political Processes for the Office of Democracy and Human Rights.

TO APPLY

- If you meet all the requirements for this position, please submit the Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174) no later than the closing date at 4:00 p.m. Eastern Standard Time. The application form may be requested via e-mail at: BogotaHR@usaid.gov or BogotaHRAplicationForm@state.gov
- Applicants may attach copies of any other documentation (e.g. cover letter, essays, certificates, awards, degrees earned) that addresses the qualification requirements of the position as listed below.
- Applications should be delivered directly to the U.S. Embassy (as instructed below). **Please note:** the Embassy does not use representatives on its behalf during the recruitment process, nor do we charge any fees. Please contact the HR Office immediately if you are contacted by a third party and/or asked to pay a fee.

SUBMIT APPLICATION TO:

American Embassy
c/o **USAID** Human Resources Section
Carrera 45 No. 24B – 27 (Post 2)
Bogota, Colombia

APPLICATIONS WILL NOT BE RETURNED. APPLICANTS SHOULD KEEP A COPY FOR THEIR FILES TO APPLY FOR UPCOMING VACANCIES.

APPLICANTS WHO ARE NOT SELECTED FOR INTERVIEWS WILL NOT BE CONTACTED.

BASIC FUNCTION OF POSITION

This position is located in the Office of Democracy & Human Rights (DHR) of USAID/Colombia. The USAID Project Management Assistant will serve 50% of h/her time as the alternate Contracting Officer's Representative (A/COR) on the Human Rights Program (HRP III) and 50% of h/her time either as Technical Monitor (TM), alternate COR, and/or alternate Agreement Officer's Representative (A/AOR) on DHR's Elections and Political Processes (EPP) programming.

The USAID Project Management Assistant's responsibilities will include carrying out a full range of project management duties, especially those related to oversight of project implementation and performance monitoring of mechanisms in DHR's human rights and EPP portfolio. The USAID Project Management Assistant may also be assigned other project management duties related to civil society, human rights, labor, electoral politics and reform, and assistance to victims.

H/she will be responsible for coordinating and interacting regularly with mid-level officials of the Government of Colombia (GOC), including the Office of the Vice-President, the Ministry of Interior, the National Registrar's Office, and the National Election Council, and the independent oversight bodies of the Colombian State, including the Inspector General's Office, the Ombudsman, and the Procuraduría. In addition, h/she will coordinate and interact regularly from mid-level officials of the various political parties and leaders of Colombian civil society.

MAJOR DUTIES AND RESPONSIBILITIES:

As a USAID employee, the incumbent carries responsibility to understand and incorporate the Agency's five core values in all aspects of his/her work. These core values are: 1. Customer Focus, 2. Results Orientation, 3. Empowerment and Accountability, 4. Teamwork and Participation, and 5. Valuing Diversity.

A. Project Management

1. Assists with a full range of project management activities for the USAID HRP III contract that includes three components: 1) promotion of a culture of human rights; 2) prevention of human rights violations; and 3) response to human rights violations. In addition h/she will act as TM, A/COR, and/or A/AOR for EPP programming. Activities will be fully coordinated with other USAID programs as appropriate to promote more effective and democratic state presence in target regions.
2. Participates in guiding and monitoring the implementation of HRP III and EPP programming to carry out USAID-funded activities. Evaluates implementation progress, reviews quarterly reports, and tracks and verifies data in the implementing partner's Performance Monitoring Plan or Monitoring & Evaluation Plan.
3. Conducts field visits to activity sites across Colombia for the purpose of verifying the quality of services provided and monitoring the implementation and progress of program activities. Identifies problems and works with the DHR team and other USAID offices to offer solutions. Prepares trip reports and supplement these with oral briefings to USAID Mission management including the Director of the DHR Office, the Deputy Director of the DHR Office, and, upon request, to other USAID and US Embassy officials.
4. Tracks performance against the objectives of the HRP III contract and EPP contracts, grants, and/or cooperative agreements. Prepares inputs for reporting to USAID/Washington and State/Office of Foreign Assistance on a periodic basis. Works with the implementing partners of HRP III and the EPP programming, and other DHR implementing partners as necessary, to develop and or improve output and impact indicators. Evaluates fully implemented activities to identify impact, lessons learned, and implementation problems and solutions.
5. Designs and modifies program descriptions, processes incremental funding actions, recommends changes to contracts and grants, and handles any other actions related to management of the HRP III contract and EPP implementing mechanisms as required.
6. Contributes to discussions and the drafting of documents related to civil society, human rights,

labor, electoral politics and reform, and victims' assistance activity designs and implementation. Briefs and orients the various stakeholders (Department of State, USAID/Washington, GOC, and civil society counterparts) on the goals and implementation of the HRP III contract and EPP programming when needed.

B. Policy Analysis & Programmatic Development

1. Conducts analyses of current and proposed GOC policies, from the perspective of strategic US Government (USG) interests in the areas of civil society, human rights, labor, electoral politics and reform, and assistance to victims. Assists with strategic analyses of national, regional and local policies in Colombia and assesses how they can be better integrated with and reinforce USAID's and the broader USG Country Team's objectives and goals related to human rights and access to justice initiatives. Based on this analysis, h/she assists with the development of appropriate USAID and Embassy policies.

C. External Relations

1. Coordinates and interacts as needed with mid-level counterparts of the GOC, oversight institutions of the Colombian State, and Colombian and international civil society to ensure a well-coordinated, complementary approach within the range of DHR activities.
2. Develops and maintains close and effective working relationships with mid-level officials and staff of other USG agencies in the Embassy, such as the State Department Political and Public Affairs Sections, as well as non-USG institutions including, but not limited to, other donor countries, international elections foundations, the Organization of American States, the European Union, and bilateral aid agencies on matters involving human rights, labor rights, electoral authorities and electoral reform, and assistance to victims.

D. Reporting, Monitoring, and Other Duties

Performs other duties, as necessary, to monitor the achievement of DHR activity results. Examples of other duties include:

1. Drafts correspondence pertaining to the HRP III and EPP programming, as well as other DHR activities as required.
2. Assists with the development of briefings for USAID Mission Management, Embassy staff, and other relevant stakeholders (e.g. Congressional and Congressional staffer delegations, temporary duty staff from Washington, and representatives from non-governmental organizations.)
3. Monitors the impact of other donor support strategy/programs on civil society, human rights, labor, electoral politics and reform, and assistance to victims.
4. Reports on both an *ad-hoc* and regular basis on activities and monitoring of indicators.
5. Responds to almost daily requests for updates on activities of the HRP III and EPP programming, as well as less frequent requests related to other DHR programs.

REQUIRED QUALIFICATIONS:

Note: Candidates who do not meet these required qualifications will not be considered.

A. Education: A Bachelor's degree in international relations, human rights, political science, development studies, law, or public policy is required. Coursework related to human rights preferred. A Master's degree in a related field is preferred.

B. Prior Work Experience: Three to five years of successful work in human rights, elections and political processes, rule of law, policy-making, gender, or civil society development required.

D. Language Proficiency: Level IV (fluent) in both English and Spanish is required.

E. Knowledge: General knowledge of human rights and victims' rights issues in international, Latin American, and Colombian contexts. Specific knowledge of main entities in charge of human rights issues in Colombia. General understanding of the Colombian armed conflict and transitional justice mechanisms. Specific knowledge of electoral authorities and reform efforts in the Colombian context. General understanding of U.S. foreign/national security policy implications for development assistance; ability to learn and implement USAID programming policies, regulations, reporting, procedures and documentation. Knowledge and understanding of the economic, political, social and cultural structure, and development prospects and priorities in Colombia.

F. Abilities and Skills: General knowledge of human rights and victims' rights issues in international, Latin American, and Colombian contexts. Specific knowledge of main entities in charge of human rights issues in Colombia. General understanding of the Colombian armed conflict and transitional justice mechanisms. Specific knowledge of electoral authorities and reform efforts in the Colombian context. General understanding of U.S. foreign/national security policy implications for development assistance; ability to learn and implement USAID programming policies, regulations, reporting, procedures and documentation. Knowledge and understanding of the economic, political, social and cultural structure, and development prospects and priorities in Colombia.

Other: Must have the ability to establish and maintain contacts with a broad range of officials of the Mission, the Embassy, the GOC, the Colombian State, and with key persons in human rights non-governmental organizations and other civil society organizations. Ability to learn, explain and defend USAID project policies, objectives and procedures. Ability to obtain, analyze and evaluate a variety of complex data relevant to Colombia political and development contexts and to present findings and recommendations effectively in written and oral forms in both English and Spanish. Ability to plan, develop, manage and evaluate important programs/projects

F. Post Entry Training: H/she will receive training to be a AOR/COR and A/AOR and additional job-related training necessary for project management, including training in agency database systems and in other special areas, when available. In addition, h/she may receive specialized training in human rights law, international humanitarian law, and other issues related to electoral reform and assistance to victims.

POSITION ELEMENTS

a. Supervision Received: The USAID Project Management Assistant is under the direct supervision of the COR of HRP III and the head of the EPP Unit within DHR. In addition, h/she is under the general supervision of the Director and Deputy Director of the DHR Office. H/she must be able to perform h/her duties with minimal day-to-day supervision. The USAID Project Management Assistant must have the sound judgment, knowledge and self-confidence to act independently, with basic prior direction from his/her direct supervisors.

b. Available Guidelines: Basic administrative policy statements and precedents are provided. Guidelines are available for program design, development and implementation duties area in the form of the USAID ADS system. Formal guidelines are not available for the other duty areas. Guidance will be provided by the Human Rights and ASCAP Program Managers, but generally on an *ad hoc* basis. The USAID Project Management Assistant must be able to perform in a consistently strong fashion in the absence of explicit guidelines or guidance.

c. Exercise of Judgment: The USAID Project Management Assistant is expected to consistently exercise high quality judgment, but in most cases, h/she will be expected to consult with h/her direct supervisors, or office management before taking actions or making recommendations to USAID Mission Management.

d. Authority to Make Commitments: The USAID Project Management Assistant is not authorized to make financial commitments on behalf of the U.S. Government.

e. Nature, Level and Purpose of Contacts: Contacts required by the position include: (1) mid-level USAID officials, including Office Directors and staff personnel of the Colombia Desk or technical offices in Washington; (2) mid-level Embassy officials, including Foreign Service Officers of the Political, Economic, and Public Affairs Sections of the State Department and other mid-level USG representatives; (3) mid-level officials in the GOC and the oversight institutions of the Colombian State; (4) representatives of international and Colombian non-governmental organizations; (5) mid-level officials from other international donor institutions, and (6) representatives of DHR's implementing partners. In the case of the last group, the purpose of the contacts will be to provide program direction and guidance, while contacts with other donors will be to explain USAID's DHR programs and to assist in gaining support and collaboration. In all cases, the Development Assistance Assistant will be expected to initiate and sustain contacts with little oversight from his/her supervisor.

f. Supervision Exercised: No direct supervision of other members of DHR, but will contribute to assignment of duties for the Office Administrative Assistant.

g. Time required to perform full range of duties: One year for a full range of duties as the A/COR of HRP III and TM, A/COR, and/or A/AOR within the EPP portfolio.

SELECTION CRITERIA

40 points: Demonstrated work experience with and/or detailed knowledge of human rights and/or elections and political processes in international, Latin American and/or Colombian contexts. General knowledge of access to justice and victim's rights issues in the Colombian context. General understanding of U.S. foreign/national security policy implications for development assistance; understanding of the economic, political, social and cultural structure, and development prospects and priorities in Colombia.

35 points: Interpersonal and organizational skills. Demonstrated teamwork ability. Demonstrated ability to obtain, analyze and evaluate a variety of complex data relevant to Colombia political and development complex and to present finding and recommendations effectively. Ability to plan, develop, manage and evaluate important programs/projects. Basic Computer skills.

15 points: Evidence of strong English/Spanish writing and oral skills.

10 points: Bachelors' Degree in the field of international relations, human rights, political science, development studies, law or public policy. Coursework related to human rights preferred. A Master's degree in a related field is preferred.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.

APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES SECTION OF THE US AGENCY FOR INTERNATIONAL DEVELOPMENT BY WEDNESDAY, NOVEMBER 28, 2012 NO LATER THAN 4:00 P.M. EASTERN STANDARD TIME.

The US Mission in Colombia is an Equal Opportunity Employer. Candidates will receive consideration without regard to race, color, religion, sex, national origin, disability, age, or sexual orientation.

USAID handles their own recruitment processes.
For any questions in regard to this recruitment process please contact USAID Bogota office directly.